

Report for Week Ending 2 January 1957
from
PROJECT STAFF

Projects 4-83, 4-84, 4-96, 5-59, 5-68

No change from previous report.

General Information

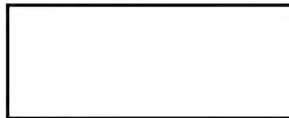
Installation of the Agency Subject Numeric Filing System in OCI Support Staff which included the Administration, Registration and Dissemination Branches has been completed.

Two JOT trainees were assigned to this Staff last week and have been used on Records Management projects as follows:

One day, "BR/OCR"

One day, "Records Center"

Three days, "Records Services Division, Personnel Office"



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RECORDS DISPOSITION BRANCH

Project 6-70 - Cable Secretariat

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No change from previous report. Project is 65% complete.

Project 6-62 - Special Register

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No change from previous report. Project is 80% complete.

Project 6-40 - Office of Central Reference

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No change from previous report. Project is 60% complete.

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Report for Week Ending 2 January 1957
from

RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

1. Contributions

a. Reviewed comments and recommendations submitted to SSA-DD/S by SSA (Compt), SSA (Log.) and SSA (Pers), with respect to administrative reports prepared by DD/P Staffs and Divisions. I will discuss the recommendations with offices of primary interest in the DD/S area. I also propose to develop a complete list of reporting requirements affecting the Clandestine Services in both headquarters and the field. I hope to complete this list before the end of next week so that it will be available to the Chief of FE Admin. for his scheduled trip to all FE stations.

b. Completed the evaluation of Employee Suggestion 1826, Outside Activity Clearance Request Form.

2. General News

a. Project 6-60, Installation of File System, GR Division - Branch Chiefs have asked that we withhold setting up 1957 files until return of their clerical personnel next week.

3. Training

a. Developed an outline covering the essential training elements for on-the-job-training in each of the functional areas of records management.



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FORMS MANAGEMENT BRANCH

Completed Action

1.

Statistical SummaryCOMPLETED ACTIONS SUMMARY

	<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
New		0	1	5	0	6	30,750
Revision		0	1	1	0	2	17,500
Reprint		0	1	2	1	4	33,000
		<u>0</u>	<u>3</u>	<u>8</u>	<u>1</u>	<u>12</u>	<u>81,250</u>

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2. Printer's Proof Unsatisfactory on "Transmittal of Inactive Project File Form No. 1096 [] - The pencil draft of this form was prepared and submitted to the OPI (DD/P) for their concurrence. A Vari-type draft was subsequently prepared by the Printing Services Division. A Thermo-fax copy of Vari-type draft, when received, revealed several errors and omissions. As a result the OPI requested a second review of the pencil draft. This review and clearance through this office has apparently cleared up all errors. To forestall any possibilities of errors on the printed forms, proofs are again being requested by this Branch for the OPI.

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Completes Drafts of Proposed Revision of "Fitness Report", Form No. 45, Parts I and II - [] - At the request of [] OP, drafts of the proposed revision of Form No. 45, Parts I and II, were delivered to him for submission to CIA Career Council. The Council will consider these drafts at their next meeting to be held in the near future.

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Completes Test to Assist in Procurement of Electronic Typewriter [] Legibility tests were conducted to assist [] OP, in determining whether a 12 or 14 pitch type IBM Electronic Tabulation Typewriter should be procured. Results of these tests indicated the 12 pitch more advantageous since it provided much better legibility when 3 or more copies were prepared at one writing on 32 pound paper stock.

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25X1Pending Action

1.

Statistical SummaryPENDING ACTIONS SUMMARY

	<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New		2		12	4	18
Revision			4	4		8
Reprint		3				3
		<u>5</u>	<u>4</u>	<u>16</u>	<u>4</u>	<u>29</u>

2. Provides Assistance in Revising [] [] - The TAS/
Office of Comptroller has requested the assistance of this Branch in
revising the Handbook which covers "Class "B" Accounting and Reporting
Procedures". In this connection [] of the O&M
Staff and [] of this Branch met with [] of the Office of
Comptroller to discuss the possibility of reducing reporting requirements
levied on small stations. As a result of this discussion the use of
✓ 8 forms will be eliminated and 4 new forms will be designed. The Handbook
when revised, will require a total of 5 forms as against 9 forms which are
presently used. [] as Reports Control Officer, will assign an
appropriate Reports Control Symbol to this reporting requirement as done in
the case of the revision of HB [] covering "Class "A" Accounting and
Reporting Procedures.

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Records Center

During this week the following accessions were made:

OCR	136 Cu. Ft.
OL	2 " "
ORR	1 " "
MEDICAL	2 " "
DCI	1 " "
Sub-Total:	<u>142 Cu. Ft.</u>
Finished Intelligence	6 " "
Total:	<u>148 Cu. Ft.</u>

V M Material	617 Cu. Ft.
Records Holdings	18,769 " "
Distribution Material Holdings	<u>11,315 " "</u>
Total:	<u>30,691 Cu. Ft.</u>

Distribution Material Disposed of at Center	5 Cu. Ft.
Distribution Material Transferred from Center	1 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

General

The Center was visited this week by two Junior Officer Training students. They were given a tour of the Center and later assigned to the Accessioning Section to perform odd jobs.

Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,979	9,931	11,910
DD/P	3,092	5,638	8,730
DD/S	1,577	6,283	7,860
DD/S (Compt.Grilled Area)	343	137	480
DD/I	824	5,986	6,810
DD/I (Grilled Area)	1,891	1,889	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	10,416	30,804	41,220

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